CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: HUMAN RESOURCES MANAGER					
Salary Range:NR 47 – Management Benefits Level B					
Position Description: <u>Employment Manager</u>					
Incumbent:					
Location: Employee Services – Recruitment Division					

GENERAL PURPOSE:

Under the general direction of the Employee Services Director, plan, organize, and manage the day to day operations of the Employment Division.

Work is characterized by a substantial amount of management, administrative, and supervisory functions. Duties and responsibilities include, but are not limited to, serving as the Employment Manager for the City; administering a comprehensive recruitment, outreach, testing, and selection process to attract a qualified and diverse applicant pool; developing, scheduling, organizing, directing, evaluating, and monitoring the City's recruitment programs; serving as a consultant and technical advisor to management and employees on a variety of recruitment matters; supervising assigned staff; and assisting the Director in City Personnel Policy planning, development, and implementation. The incumbent is also frequently involved in highly sensitive, political, and emotional interpersonal relations requiring skill in gaining trust and confidence from others.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, guidelines, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the day today functions of the Recruitment Division of the Employee Services Department. This includes, but is not limited to, planning, organizing, and directing the City's comprehensive recruitment and outreach programs; developing and implementing programs, plans, policies, and procedures for recruitment, testing, selection, and job placement; developing sources of qualified applicants; screening applicants; scheduling and conducting interviews; developing and administering tests; checking references and backgrounds; evaluating applicant qualifications; coordinating outplacement services during reductions in forces; and making recommendations to departments as appropriate.

Supervise assigned staff in accordance with policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, training, assigning,

and evaluating work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; recommending promotion and disciplinary actions; approving/scheduling sick leave and vacation time; and recommending terminations as appropriate.

Provide technical and professional support to the City's recruitment process; provide consulting and facilitation services; conduct research, prepare reports, make presentations, and coordinate requests with other city departments.

Coordinate, direct, and modify the citywide Mentoring Program. This includes, but is not limited to, the development and delivery of ongoing training; updating the Mentoring Program website; marketing the program to managers and employees throughout the City; and motivating employees to continue to participate in the program in the future.

Evaluate and monitor the Equal Employment Opportunity policy; coordinate with appropriate State and Federal Agencies; prepare and monitor EE0-4 and other EEO reporting requirements to ensure compliance.

Develop and maintain cooperative working relationships with educational institutions, employment agencies, placement firms, and other applicant sources.

Provide periodic training for managers, supervisors, and employees on recruitment processes, interviewing techniques, and testing and selection processes.

Develop and manage programs such as the City's Equal Opportunity Program, Internship programs, and volunteer programs.

Develop and manage innovative outreach programs; attend job fairs; coordinate related advertisements and media releases.

Develop, implement, and maintain the City's automated recruitment and applicant tracking systems; develop and implement online recruiting strategies; determine the automation needs of the division.

Maintain data on recruitment activities, applicant flow, interviews, hires, transfers, promotions, and terminations.

Prepare and analyze statistical reports and other data to monitor applicant flow, selection, and turnover for compliance with legal regulations and organization goals and policies.

Consult with the Employee Services Director on short and long-range planning of the division's budget; staff projections; and employment policies, procedures, and practices.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

Position Description: Employment Manager Page 3 of 5

PERIPHERAL DUTIES:

Chair or serve as member of various City committees and task forces as assigned.

May act as the Employee Services Director in the Director's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, practices, objectives, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- State and Federal laws regarding affirmative action and EEO compliance
- Modern management and supervisory theories, principles, and practices
- Principles and practices of governmental budgeting, accounting, and purchasing procedures including preparation, management, monitoring, transfers, and reporting
- Interviewing, testing, and selection methods
- Current trends, principles, and practices in the field of Human Resources
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Record keeping techniques
- Research and analytical methods, practices, and procedures
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills

SKILLED IN:

- Interviewing, testing, and selection techniques
- Applying principles and practices of administration, supervision, and training including hiring, training, directing, evaluating, awarding, and disciplining staff
- Communicating effectively both orally and in writing
- Using interpersonal skills effectively in a tactful, patient, and courteous manner at all times
- Working under pressure in a continually changing work environment with changing priorities
- Public speaking and conducting effective presentations

ABILITY TO:

- Compose, proofread, and edit general correspondence and reports including letters, memoranda, etc.
- Manage, supervise, and motivate assigned employees
- Establish and maintain effective working relationships with elected officials, employees, supervisors, department heads, and the public
- Perform numerous projects simultaneously and accomplish tasks with numerous interruptions

- Read, analyze, and interpret common technical journals, financial reports, and legal documents
- Develop legally-defensible examination tests, questions, job/class descriptions
- Maintain confidentiality
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Effectively present information to top management, public groups, and/or City Council
- Add, subtract, multiply and divide; compute rate, ratio, and percent; interpret graphs and charts; and apply these concepts to practical situations
- Develop and implement mission, strategic goals, and objectives for the assigned division
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's Degree in Public or Business Administration, Human Resources

Management, Organizational Behaviors, or a related field; and

Experience: Four (4) years of increasingly responsible human resources experience including

at least two (2) years of experience in a supervisory or lead capacity.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

 Washington State Driver's License, or ability to obtain within thirty (30) days of employment

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, and dictaphone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk or hear. The employee may be required to type on a keyboard for extended periods of time. The employee is occasionally

required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and ability to adjust focus.

WORKING CONDITIONS:

Work is performed indoors in a typical office environment, subject to multiple interruptions by telephone calls, walk-in employees and applicants, and interoffice activities. While performing the duties of this position, the incumbent may be exposed to individuals who are irate or hostile. The incumbent may be required to drive offsite to conduct testing, interviews, or meetings. The noise level in the work environment is usually moderate.

SIGNATUR	ES:			
Incumbent'	's Signature	Date	Supervisor's Signature	Date
Approval:				
Departmen	t Director/Designee	Date	Employee Services Director/De	esignee Date
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			

Revised: 7/15/09